

Best Value Determination Form for Projects \$250,000 and less.

RFQ FOR 2018 State Hazard Mitigation Plan Update

BEST VALUE DETERMINATION FORM

Agency Name: Pennsylvania Emergency Management Agency

RFQ #: 6100039201

Evaluation Officer/Team Name(s): _____

The Evaluation Officer is required to have two additional Team Members be part of the Best Value Determination.

ORDER	SELECTION CRITERIA	CONTRACTORS				
		Company A	Company B	Company C	Company D	Company E
(1)	Demonstrated Prior Performance - on previous awarded contracts for Hazard Mitigation Planning in Pennsylvania – provide references					
(2)	Personnel Qualifications – Which personnel will work on this project who have worked on the projects referenced in item one?					
(3)	Staff Support -lobal Information Systems capability and capacity. Experience with Pennsylvania Laws, Policies, Directives and Procedures,					
(4)	Technical approach – how plan will be updated, level of HAZUS analysis proposed, number of people assigned, timeline, methods of engaging stakeholder participation					
(5)	Cost (\$ amount) -					
(6)	Pennsylvania based company?					

(7)	Minority/Small/Disadvantaged business?					
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Scoring: Excellent, Good, Average, Fair, Poor (enter “E, G, A, F, or P”)
For Cost, SDB and DWU - enter actual amount/percentage quoted by each contractor

Narrative: Reasons for Selection:

Based on the selection criteria set forth in the RFQ, the *<agency name>* has selected *<contractor name>* as providing the best value to the *<agency name>* for this project because this Contractor presented:

[LIST DISTINGUISHING FACTORS OF SELECTED CONTRACTOR AND/OR THEIR PROPOSAL/QUOTE, SUCH AS: “the best/most relevant experience and/or qualifications, the most reasonable cost, significant small diverse business participation, the best technical approach or solution, etc.]

and this combination of qualifications and proposal features best meets the *<agency name>* needs for this project.

Prepared and Submitted by:

Evaluation Officer or Team Leader

DATE: